



# City Traffic Engineer

The City of Billings, MT. Public Works Department is seeking a City Traffic Engineer/ Engineer III.



Apply online | [billingsmt.gov](http://billingsmt.gov)

Public Works Department  
**EXCELLENCE • INNOVATION • INTEGRITY**

[billingsmtpublicworks.gov](http://billingsmtpublicworks.gov)



Posted September 2021 | Open Until November 8, 2021



# BILLINGS, MONTANA

## *A Great Place to Call Home*

Billings is located on the high plains in the southcentral part of the state of Montana, within sixty miles of the mountains to the west, giving it more abundant sunshine and less snow than in the mountains. It is an outdoor lover's paradise, with deer and elk hunting and trout fishing within easy driving distance. Billings, Montana's Trailhead is where it all begins. Billings is your trailhead to the Beartooth Highway, Red Lodge Ski Resort, Little Bighorn Battlefield, Pompey's Pillar National Monument, Yellowstone National Park, and so much more. The Yellowstone River runs through the city, as does a growing trail system, and there is access to public camping and recreation both in the immediate area and throughout Montana. Billings offers the perfect balance to urban amenities and access to outdoor recreation in the mountains and the great plains.

Billings has an estimated population of 118,054 and is the largest city in Montana. But don't let its size fool you—it still has that small-town feel. Billings enjoys a large trade area (500,000-person retail trade area covering four states) with diverse economy (healthcare, banking, agriculture, tourism, and natural resources). Educational opportunities (Montana State University-Billings, Rocky Mountain College, a strong K-12 system, and several private schools) are as abundant as our recreational and scenic surroundings. Residents and visitors enjoy "River to the Rims" beauty (from Swords Rimrock Park to the Yellowstone River), cultural attractions (Yellowstone Art Museum, Western Heritage Center, and Zoo Montana), and an increasingly vibrant downtown (the heart of the community).

A new Billings Public Library opened in 2014 and received a Leeds Platinum Certification and design awards from the American Institute of Architects and the American Library Association.

Billings is a growing community with a diverse economy and steady pattern of development. Employers tout a strong work ethic, short commute, and satisfied workforce.



**"Exceed expectations through innovation, integrity, and service to the community."**

Public Works Department Vision Statement



*"I'm in love with Montana. For other states I have admiration, respect, recognition, even some affection. But with Montana it is love."*

-John Steinbeck-



## The Organization

The City of Billings municipality is a council-city manager form of government. The City Council and Mayor are eleven elected officials from five ward regions of Billings. Councilmembers serve four-year terms and provide direction and approvals for budget, operations, and planning for the city.



## The Department

The Public Works Department manages over \$6.5 billion annually, maintains 35 locations, and employs over 250 full-time staff, making it the largest department within the organization. Responsibilities of the department include engineering services, environmental affairs, financial and billing services, landfill management, right-of-way management, solid waste collection services, stormwater management, street and traffic maintenance as well as water and wastewater treatment and systems.



## The City Traffic Engineer

The City Traffic Engineer serves the community through public partnerships, such as Safe Routes to School of Yellowstone County and Transportation Board, provides strategic transportation planning that will see Billings through future growth by working closely with the City Engineer, Planning Department and other local or State agencies.

The Public Works Department is seeking an inspired professional to join the engineering services team as City Traffic Engineer. The dynamic and innovative environment offers an opportunity to engage community needs with personal insight to bring legacy solutions to life.



*Put your vision and talent to work and make a difference in your community as the City Traffic Engineer.*





## City Traffic Engineer/ Engineer III Engineering Division

**\$76,821 - \$102,944**

(This salary reflects Steps 1 & 7 of a 7-step salary range, salary at hiring will be dependent upon the applicant's education and experience).

The City of Billings Public Works Department is seeking a City Traffic Engineer who will supervise, plan and coordinate the activities and operations of the Traffic Engineering Program; coordinate assigned activities with other divisions, outside agencies and the general public; and provide highly responsible and complex staff assistance to the City Engineer.

Essential duties and responsibilities include but are not limited to: coordinate the organization, staffing, and operational activities of the Traffic Engineering Program, perform a full range of professional engineering duties involved in the design, planning, and implementation of traffic systems, supervise and monitor the work of all consulting engineers; select, train, motivate and evaluate assigned personnel; participate in the development and implementation of goals, objectives, policies and priorities for the Traffic Engineering Program; attend and participate in professional group meetings and stay abreast of new trends and innovations in the field of traffic engineering. This position requires strong interpersonal skills.

**Work Schedule:** Monday through Friday, 8:00 a.m. – 5:00 p.m.

**Salary:** \$36.93 - \$49.49/hour, salary at hiring will be dependent upon the applicant's education and experience (this salary range reflects steps 1 and 7 of a 7 step pay scale), plus excellent benefits.

**Minimum Qualifications/Skills:**

- Degree in Civil Engineering or related field
- Registered Professional Engineer's License
- Five (5) years' experience in traffic/transportation engineering
- The ability to operate personal computers and proficiency with Microsoft Office applications, or equivalent is required

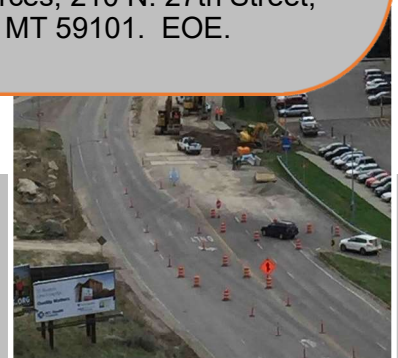
**Preferred Qualifications/Skills:**

- Experience with city government and knowledge of department or function operations is preferred
- Professional Traffic Operations Engineer (PTOE) certification

**Required Materials:**

- City of Billings job application
- Cover letter
- Resume

The application and supporting documents can be submitted online at [www.billingsmt.gov](http://www.billingsmt.gov) or to City of Billings, Human Resources, 210 N. 27th Street, Billings, MT 59101. EOE.



*All positions are subject to a pre-employment drug test.*



Annual Step (1-7) and COLA pay increases, longevity incentives and generous employer retirement contributions set the City apart as an employer of choice. A robust paid holiday schedule and rewarding leave accruals emphasize the value of work-life balance.

### **PROBATIONARY PERIOD**

- Employees begin the one-year probationary period on the first day of work.
- Firefighters begin the six-month probationary period on the first day of work.

### **PERSONAL DAYS**

- POLICE: One (1) per fiscal year
- TEAMSTER: Two (2) per fiscal year (New hires after Feb. 28<sup>th</sup> have access to 1. If after May 31, is not eligible for a personal day until July 1. Subject to their division policy on requesting time off)
- NON-BARGAINING: Three (3) per calendar year (New hires after Aug. 31<sup>st</sup> will only have access to 2, subject to their division policy on requesting time off)

### **SICK LEAVE— ELIGIBLE TO USE AVAILABLE BALANCE AFTER 3 MONTHS OF SERVICE**

- Employees accrue up to 3.7hrs/pay period. No maximum accumulation.
- Paid out 25% at separation per state statute.

### **VACATION LEAVE — ELIGIBLE TO USE AVAILABLE BALANCE AFTER 6 MONTHS OF SERVICE**

- Beginning year 1 thru 10 years of completed service      Accrue up to 4.62hrs/pay period.
- Start of year 11 thru 15 years of completed service      Accrue up to 5.54hrs/pay period.
- Start of year 16 thru 20 years of completed service      Accrue up to 6.47hrs/pay period.
- 21+ years of service      Accrue up to 7.39hrs/pay period.
- Max two times annual vacation accruals allowed at the end of the first pay period in January per policy & paid out 100% at separation.

### **HOLIDAYS**

- |                               |   |
|-------------------------------|---|
| ▪ January 1 <sup>st</sup>     | New Year's Day  |
| ▪ Third Monday in January     | Martin Luther King Day  |
| ▪ Third Monday in February    | President's Day   |
| ▪ Last Monday in May          | Memorial Day  |
| ▪ July 4 <sup>th</sup>        | Independence Day  |
| ▪ First Monday in September   | Labor Day   |
| ▪ Second Monday in October    | Columbus Day ( <i>only - Police Union</i> )   |
| ▪ November 11 <sup>th</sup>   | Veteran's Day   |
| ▪ Fourth Thursday in November | Thanksgiving Day  |
| ▪ Fourth Friday in November   | Day after Thanksgiving ( <i>only - NonBargaining, Teamster Union, Fire Bureau</i> ) |
| ▪ December 25 <sup>th</sup>   | Christmas Day   |

Every day in which a general election is held throughout the State of Montana.

### **MONTANA PUBLIC EMPLOYEES RETIREMENT ADMINISTRATION (MPERA)**

- The Employees' salary contributed per state statute:
  - Teamsters (PERS) & Non-Bargaining (PERS) - 7.9%
  - Police (MPORS) - 9%
  - Fire (FURS) - 10.7%
- The City's contribution to PERS:
  - Teamsters (PERS) & Non-Bargaining (PERS) - 8.87%
  - Police (MPORS) - 14.41%
  - Fire (FURS) - 14.36%
- This amount is tax deferred & employees are vested when they have five years of service.
- PERS employees must elect Defined Benefit or Defined Contribution retirement plan before 1 year of service with MPERA.
- MPERA manages this retirement; we send the contributions per state statute.

### **CITY PAYROLL**

- Paydays are every other Friday, 26 pay periods/calendar year. Direct deposit is available.

### **FAMILY AND MEDICAL LEAVE (FMLA)**

- For eligible employees, up to 12 weeks of leave during a 12-month, rolling back period, for eligible purposes.
- Required to use accumulated accruals prior to beginning unpaid leave.
- This is a Federal Law the city and employees are required to adhere to, and the city has the right to designate.

### **LONGEVITY PAY**

- Employees receive longevity pay at various rates depending on the bargaining unit they may be in. Non-bargaining employees receive compensation at a rate established by the Administrator.

### **457 (b) DEFERRED COMPENSATION PLANS — RETIREMENT ACCOUNT- VOLUNTARY:**

- Employees can payroll deduct a contribution into a 457 account.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP):**

- Employees and their immediate family members on their medical plan, may receive eight (8) counseling sessions at no charge per calendar year through SVH Behavioral Health — EAP. Phone: 237-3585





◇ *Health & Life benefits are available to 20+ hour positions and are effective the 1<sup>st</sup> of the month following a month of employment* ◇

**MEDICAL/Rx INSURANCE- REQUIRED PARTICIPATION BY 20+ HOUR PERMANENT EMPLOYEES**

- One Standard and one High Deductible Health Plan (HDHP) offered, with significant monthly contribution by the City, however, most plans require cost (pre-tax) sharing by the employee.
- The City Health insurance is self-funded with our TPA as EBMS. [www.ebms.com](http://www.ebms.com)

**DENTAL INSURANCE - VOLUNTARY**

- Non-bargaining: The premium (pre-tax) is 50% paid by the City and the employee must remain on the plan for two (2) years.
- Police, Fire, & Teamsters: Employee must pay the entire premium (pre-tax) and must remain on the plan for two (2) years.
- The City Dental insurance is self-funded with our TPA as EBMS. [www.ebms.com](http://www.ebms.com)

**MEDICAL FLEX /HEALTH FSA AND/OR DEPENDENT CARE (DAYCARE) PLANS - VOLUNTARY**

- Medical Flex – may elect IRS annual maximum (pre-tax) to fund medical, dental, vision out of pocket expenses.
- Dependent Flex– may elect a maximum of \$5000 annually per IRS (pre-tax).
- Administered by TPA, EBMS. [www.ebms.com](http://www.ebms.com)

**HEALTH SAVINGS ACCOUNT (HSA) - VOLUNTARY**

- Available if you are on the HDHP – High Deductible Health Plan. Annual limits based on IRS annual maximums.
- The vendor is initially administered by EBMS, but the account is in the employee's name.

**VISION INSURANCE - VSP - VOLUNTARY**

- The employee must pay the entire premium (pre-tax) and must remain on the plan for one (1) year.
- Provider is VSP [www.vsp.com](http://www.vsp.com) (EBMS does not process these claims; however, you can see if covered in your miBenefits account)

**LIFE INSURANCE/LONG TERM DISABILITY(LTD) – STANDARD LIFE**

- \$10,000 term life insurance coverage fully paid for the bargaining employee by the City.
- \$25,000 term life insurance coverage fully paid for the non-bargaining employee by the City.
- Additional fully paid life insurance for Director and Administration positions.
- VOLUNTARY: Additional Supplemental life insurance is also available to employees and their spouses to purchase.
- VOLUNTARY: Long Term Disability coverage.
- Additional benefit: Travel Assist, sponsored by Standard for traveling out of the country.
- Additional benefit: Life Services Toolkit, sponsored by Standard.

Low-cost medical  
benefits and Health &  
Wellness programs and  
incentives are offered!

